

1130 DELEGATION OF AUTHORITY

General Administration 14
Records Management; Mail Management
Issuing Office: ORS 496-0480
Release Date: 6/12/85

PLEASE NOTE: To sign up for email notification of future changes, please go to the [NIH Manual Chapters LISTSERV](#) Web page.

Authority Delegated

1. To carry out the NIH records management program within the policies, standards, and procedures prescribed by GSA, HHS and PHS.

To Whom Delegated	Area of Authority
Associate Director for Administration	NIH-wide
Director, DMP [OMA]	NIH-wide
Directors of Institutes, CC, DCRT, DRG, DRR, DRS, FIC	Respective Organizations

2. To carry out mail management functions.

To Whom Delegated	Area of Authority
Associate Director for Research Services	NIH-wide
Director, DAS	NIH-wide

All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

Limitations

This delegation of authority does not include NIH employees within the Regional Offices, if any. Promulgation of NIH policy in the area of mail and records management is confined to the Office of the Director, NIH; however, Bureaus, Institutes, and Divisions may issue instructions for their components.

Redelegation

These authorities may be redelegated.

Citations

1. 5 U.S.C. 301 and 302; 42 U.S.C. 203 and 216; 44 U.S.C. 3102
2. Federal Property Management Regulations (41 CFR 101-11)
3. HHS Records Management Manual, Chapter 2-10-20
4. PHS Records Management Manual, 2-10-30
5. NIH Manual 1740
6. Secretary's Reorganization Order, June 29, 1973 (38 FR 18261)
7. Redelegation of Authorities by the Assistant Secretary for Health, June 18, 1973 (38 FR 18261). [Continued by the Secretary, April 18, 1979 (44 FR 23132).]

/s/

James B. Wyngaarden, M.D.
Director, NIH

Effective Date: May 31, 1985